

Position Title: Provident Fund loan requests coordinator

Open Period: Closes Jan 31, 2023

Work Schedule: Part-time – Outside employment approval is required. Work must be performed outside of business hours, and not as part of normal job.

Hiring Path: Open to current employees of the mission.

Duties:

1. Receive the provident fund loan requests and provide the requesting employee with
 - a) Account “A” balance,
 - b) Account number,
 - c) Repayment Calculation Agreement.
2. Verify and review the loan package and arrange for Provident Fund Board signatures.
3. Make electronic copies of the packages and send them to Department of State’s FMO Payroll or USAID Accountant, and Provident Fund accountant.
4. Maintain a shared tracking sheet for all the staff who took Provident Fund Loan.
5. For Electronic Fund Transfer, send the letter directly to the bank.
6. Communicate with employees to assist and answer their questions and concerns, done outside of normal business hours.
7. Perform other duties as assigned to him/her by the Provident Fund board in relation to loan requests process.

Qualifications and Evaluations

Requirements: EXPERIENCE: Minimum of one year of financial, bookkeeping, administrative work and/or accounting working experience is required.

Education Requirements: Associate degree or two years of university studies in business, management, accounting, finance, or other related fields is required.

Evaluations: LANGUAGE: Good English (Level 3 speaking/reading/writing) is required. This may be tested.

Benefits: The incumbent will receive 20 JDs per completed loan request regardless of the time spent on it. (Note that it takes, on average, approximately 30 minutes to process one loan request.)

How to apply: Applicants should send an email to providentfundloan@state.gov with all the supporting documents.